



**Brigette Officer-Hill**  
District Judge

State of Michigan  
**30<sup>th</sup> Judicial District**  
12050 Woodward Avenue  
Highland Park, MI 48203  
Phone: (313) 252-0300 - Fax: (313) 865-1115

**Robynn Diamond**  
Court Administrator

## **JOB POSTING: DISTRICT COURT CLERK – CIVIL DIVISION**

### **FULL-TIME POSITION**

**Hourly Rate: \$12.00 – \$15.00**

**Hours:** 40 hours weekly; Monday-Friday 8:00 a.m.-4:30 p.m.

**General Position Description:** Under the supervision of the District Court Administrator, performs a variety of complex operational tasks involved in processing civil cases, to include –Landlord/Tenant, Small Claims and General Civil cases.

General responsibilities include entering data into automated Case Management System; processing correspondence and court forms with accuracy and in accordance with appropriate policies and judicial instruction; providing in-court support to District Judge; assessing fines and costs; receipting financial transactions and conducting cash reconciliation; providing information by phone and in person to the public, attorneys, and supporting agencies; records management. Must be able to multitask, as well as, work effectively in a high volume environment with frequent deadlines.

Specific duties include the following:

### **Landlord/Tenant Division**

Processing and scheduling of non-payment of rent, termination of tenancy, termination due to health hazards, termination due to drug use and forfeiture of land contract cases, including the processing of writ of evictions.

### **Small Claims Division**

Responsible for processing the petition and ensuring proper service is effectuated, processing any removals from the small claim division and other related duties.

### **General Civil Division**

Responsibilities include processing new filings, ensuring timely service, processing motions for alternative service, processing default judgments, scheduling settlement conference dates, garnishments, renewal of judgments, petitions for installment payments, and other related general civil practices.

**EMPLOYMENT QUALIFICATIONS:**

**Education:** High school education or equivalent.

**Experience:** One to three years office experience in a court or closely related setting.

**Other Knowledge, Skills, and Abilities:** Must be able to pass a complete background check, ability to type and use Microsoft Office Suites and data base management software programs, Judicial Information System (JIS) experience is desirable. Basic operation of general office equipment and knowledge of District Court procedures, court rules and statutes is desirable.

***The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.***

Application information: A complete job description and application can be acquired from the District Court office 30<sup>th</sup> District Court, 12050 Woodward, Highland Park, MI 48203 or email resume' in WORD format to D30@voyager.net:

**Application Deadline: Until Filled**

30th District Court is an Equal Opportunity Employer.